


S E C R E T

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020022-8

25X1A  


EXIT PROCESSING FOR SEPARATION  
OR EXTENDED LEAVE

DISTRIBUTION:

Revised:

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020022-8

S E C R E T

S E C R E T

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020022-8

25X1A

CONTENTS

CONTENTS

Paragraph

Page

1. GENERAL . . . . .
2. PROCEDURES. . . . .
  - a. STAFF EMPLOYEES, TYPE I CONTRACT EMPLOYEES, AND  
DETAILED CIVILIAN PERSONNEL . . . . .
  - b. STAFF EMPLOYEES, TYPE I CONTRACT EMPLOYEES, AND  
DETAILED CIVILIAN PERSONNEL WHEN CLEARANCE MUST  
BE OBTAINED IN ABSENTIA . . . . .
  - c. DETAILED MILITARY PERSONNEL . . . . .
  - d. STAFF AGENTS. . . . .
3. POSTSEPARATION PROBLEMS . . . . .

Figure No.

1. Form 21, FINAL CLEARANCE RECORD

Revised:

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020022-8

S E C R E T

S E C R E T

Approved For Release 2000/06/26 : CIA-RDP82-00357R000

PERSONNEL

25X1A

1. GENERAL

- a. The purpose of exit clearance processing is to ensure that the Agency's obligations to the departing individual and the individual's obligations to the Agency are properly discharged. Before individuals separate from the Agency or depart on extended leave of 60 calendar days or more, they are required to return or account for Government property issued to them and Agency or other Government records which are in their possession; arrange for settlement of any indebtedness to the Agency; be informed of any benefits (hospitalization, life insurance, accrued annual leave, etc.) to which entitled; and be briefed regarding cover, security, and special clearances held. In order that these obligations may be discharged in a timely and uniform manner, individuals must give notice of their intended separation or obtain approval for extended leave as soon as practical, but at least two weeks in advance of their last workday. Failure to give adequate notice may delay final settlement of pay, leave, and retirement accounts for an extended period of time after departure.
  - b. This handbook applies to staff personnel, Type I contract employees, and civilian and military personnel detailed to the Agency whose exit processing is handled in headquarters.
2. PROCEDURES
- a. STAFF EMPLOYEES, TYPE I CONTRACT EMPLOYEES, AND DETAILED CIVILIAN PERSONNEL

*personnel or*  
(1) The administrative officer of the component to which the individual is assigned will:

(a) Notify the Personal Affairs Branch, Benefits and Services Division, Office of Personnel at least two weeks before the last day of duty, or immediately if the individual fails to give two weeks advance notice, and give the following information:

- (1) Full name and any other true names (not pseudonyms) which the individual has used in the Agency.
- (2) Serial number.
- (3) Project number (formerly FAN account).
- (4) Grade.
- (5) Funds from which paid (vouchered or confidential).
- (6) Reason for separation or extended leave.

(b) Schedule ~~pre~~exit interview for staff employees with the Professional Placement Branch, Staff Personnel Division, Office of Personnel for GS-07's and above and the Clerical Staffing Branch, Staff Personnel Division, for GS-06's and below; ~~pre~~exit interview *who are resigning voluntarily* is not required for employees departing on extended leave.

(c) Prepare Form 1152, Request for Personnel Action, for staff employees and detailed civilian employees, as required by

25X1A [REDACTED] in sufficient time to reach the Personal Affairs Branch before the employee's last workday.

- (d) Notify the Audit and Certification Division, Office of Finance if, according to the records of the component, the employee has received, used, or been a custodian of Agency funds within six months preceding the date of separation.
- (e) Notify the Central Cover Staff of the employee's pending departure, obtain instructions regarding the maintenance of cover legend as appropriate, and schedule an appointment for an interview.
- (f) Have the employee take Form 642, Central Emergency and Locator Record, to the Personal Affairs Branch on the last workday.
- (g) Provide guidance and assistance to the employee in the preparation of a written summary of Agency employment. The <sup>PERSONNEL OR</sup> administrative officer will submit the draft summary to the following for review and approval: the employee's Career Service; Central Cover Staff, if the employee has ever served under cover; and the Office of Security. After final approval of the summary, the <sup>PERSONNEL OR</sup> administrative officer will give the employee a separately typed copy of the text of the approved summary and send the original with the approval signatures to the Office of Personnel for retention in the Official Personnel Folder.
- (h) Notify Contract Personnel Division, Office of Personnel of the termination of an employee's contract.

## (2) The Personal Affairs Branch will:

- (a) notify all clearing components by "Weekly Advance Notice of Separations" of the pending separation or extended leave;
- (b) conduct the individual's final exit processing;
- (c) obtain from all clearing components positive verification or certification that the employee has satisfied personal obligations to the Agency or has made satisfactory arrangements to discharge them. If appropriate, indicate on Form 21, Final Clearance Record (figure 1), those components from which the employee must obtain clearance in person on the last workday;
- (d) instruct an employee who is going on extended leave to notify the Staff Personnel Division 30 days prior to return to duty for reporting instructions. This can be handled by either <sup>CALLING THE STAFF PERSONNEL DIVISION</sup> ~~calling extension 3404~~ <sup>SPD ON</sup> or furnishing the information by mail, addressing all correspondence to the Office of Personnel, CIA, Washington, D.C. 20505;
- (e) give the employee any necessary forms, such as Standard Form 55, Notice of Conversion Privilege, Federal Employee's Group Life Insurance Act; Standard Form 8, Notice to Federal Employee about Unemployment Compensation; and Standard Form 2802, Application for Refund of Retirement Deductions;

SECRET

25X1A

- (f) if the employee must report in person to any components on the last workday, provide Form 21, Final Clearance Record, and request that the individual report to those offices and return to the Personal Affairs Branch with the completed form;
- (g) review the completed Form 21 to ensure that all required clearances have been properly verified or certified, complete the certification in the space provided at the bottom of Form 21, and forward the form, and when appropriate, Standard Form 2802, to the Office of Finance for retention;
- (h) forward the Form 642, Personnel Emergency and Locator Record, amended if necessary, to the Transactions and Records Branch, Control Division, Office of Personnel where the information is coded and sent to the Office of Data Processing.

- see attached*
- (3) The Professional Placement Branch will, upon receipt of notification from the <sup>Personnel or</sup> administrative officer, schedule and conduct the ~~pre~~exit interview for <sup>STAFF</sup> employees in grade GS-07 and above.

ILLEGIB

employees in grade GS-06 and below <sup>WHO ARE RESIGNING VOLUNTARILY.</sup>

- (5) The Office of Finance will arrange to pay the individual any moneys due and arrange for repayment if money is owed the Agency.

Page 5:

(3) The Professional Placement Branch will:

- (a) upon receipt of notification from the Personnel or Administrative Officer, schedule and conduct the exit interview for staff employees in grade GS-07 and above who are resigning voluntarily.
- (b) upon receipt of <sup>notification</sup> notification from the Personnel or Administrative Officer, or the employee of an employee's plan to return to duty from LWOP, submit Form 377A, Request for Security Clearance, to the Office of Security, and schedule Security interviews if necessary.



PERSONNEL

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020022-8

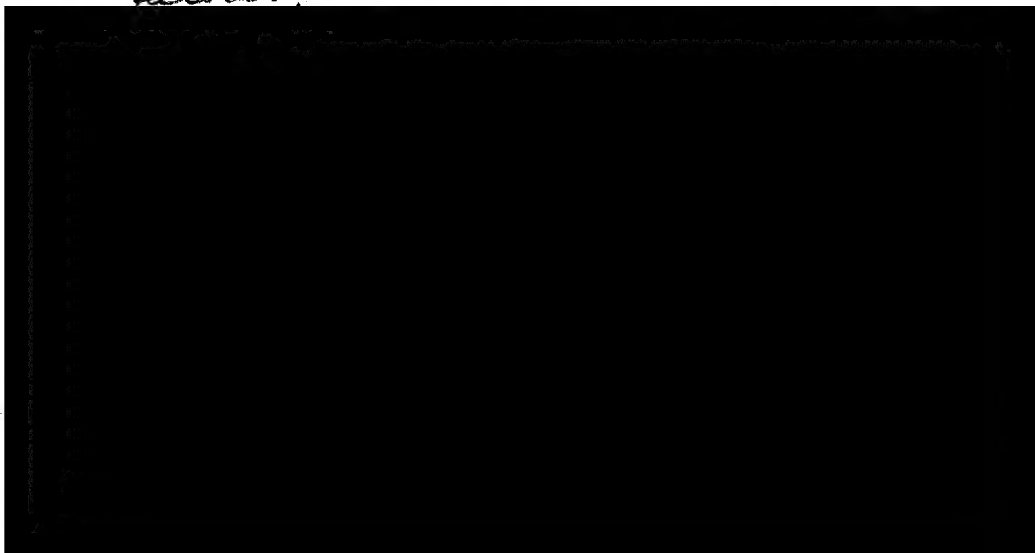
225X1A

## (6) The Office of Security will

- (a) obtain Agency badges from departing personnel or determine that all badges have been properly accounted for;
- (b) conduct the security briefing;
- (c) obtain all classified and unclassified documents and material remaining in the individual's possession, custody, or control that are the property of CIA or the custodial responsibility of CIA;
- (d) recover badges and, if requested, other documentation issued by or for the Agency if not surrendered on the last workday by the employee.

## (7) The Central Cover Staff will

- (a) in collaboration with the component to which the individual is assigned, determine whether any previously established cover will be maintained. If so, instructions will be given regarding the cover legend to be used.



25X1C

PERSONNEL

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020022-8

Certification Division, Office of Finance within two weeks following the date of separation, or as soon as possible thereafter.

(8) The employee will

- (a) prepare a written summary of Agency employment for appropriate review and approval as delineated in paragraph 2a(1)(g) above;
- (b) report to the Staff Personnel Division for the scheduled ~~exit~~ exit interview;
- (c) on the last workday turn in his or her regular badge to the Office of Security receptionist, obtain a temporary "No Escort" badge, and report to the Personal Affairs Branch with Form 642, Personnel Emergency and Locator Record, for final exist processing;
- (d) report to Central Cover Staff for an interview as instructed;
- (e) report to the External Activities Branch, Security Support Division, Office of Security for an interview as instructed on the last workday;
- (f) report to other components for clearances and return the completed Form 21 to the Personal Affairs Branch before departing the Agency.

b. STAFF EMPLOYEES, TYPE I CONTRACT EMPLOYEES, AND DETAILED CIVILIAN PERSONNEL WHEN CLEARANCE MUST BE OBTAINED IN ABSENTIA

- (1) The <sup>PERSONNEL OR</sup> administrative officer of the component to which the individual is assigned will

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020022-8

PERSONNEL

Approved For Release 2000/06/26 : CIA-RDP82-00357R000

- (a) notify the Personal Affairs Branch as soon as possible of the separation or extended leave following procedures specified in paragraphs 2a(1)(a), (c), and (d) above;
  - (b) obtain from Central Cover Staff and forward to the employee instructions regarding the maintenance or elimination of cover legends as appropriate;
  - (c) ensure that the employee receives required documents, such as Standard Form 56, Agency Certification of Insurance Status; and Standard Form 2802, Application for Refund of Retirement Deductions, coordinating this action with
  - (d) the Personal Affairs Branch.
- (2) The Personal Affairs Branch, in cooperation with all clearing components, will ensure that clearance processing is completed.
  - (3) The Office of Security will recover all documentation (including badges) issued by the Agency.

c. DETAILED MILITARY PERSONNEL

- (1) The Military Personnel Branch, Staff Personnel Division, Office of Personnel will
  - (a) notify the administrative officer of the component to which the military detailee is assigned of the effective date of separation;
  - (b) conduct the preexit interview;
  - (c) prepare Form 21 and obtain from appropriate components of the Agency the positive verification or certification that obligations to the Agency have been satisfied or

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020022-8

Page 8

ADD: (d) notify the Professional Placement Branch of absentia voluntary resignations of staff employees in grade GS-12 and above, providing the reason for resignation, plans of the employee if known, and determination of re-employability. PPB will prepare absentia exit reports for inclusion in a quarterly report to the Deputy Director of Administration of voluntary resignees in grade GS-12 and above.

ILLEGIB

ILLEGIB

PERSONNEL

Approved For Release 2000/06/26 : CIA-RDP82-00357R0002

satisfactory arrangements to discharge them have been made;

- (d) schedule the military detailee five days before the last workday for a security interview with the External Activities Branch, Office of Security;
  - (e) prepare Form 1152, Request for Personnel Action, in accordance with [REDACTED] 25X1A
  - (f) review the completed Form 21 on the last workday to ensure that all required clearances have been properly verified or certified, complete the certification in the space provided at the bottom of Form 21, and file the form in the military detailee's Agency file;
  - (g) conduct the final exit interview and obtain the Agency badge (to be forwarded to External Activities Branch, Office of Security);
  - (h) in the event it becomes necessary to obtain clearances on a military detailee in absentia, ensure that the clearance processing is completed.
- (2) The <sup>PERSONNEL OR</sup> administrative officer of the component to which the military detailee is assigned will
- (a) notify the Audit and Certification Division, Office of Finance, and the Central Cover Staff and any Agency components which issued a special clearance still held by the military detailee;

- (b) ensure that the military detailee has satisfied personal obligations to the component to which assigned or has made satisfactory arrangements to discharge them;
- (c) obtain all internal clearances required.
- (3) The Office of Finance will arrange to pay the military detailee any moneys due, and if money is owed to the Agency, arrange for repayment.
- (4) The Office of Security will
  - (a) conduct the security interview;
  - (b) obtain all classified and unclassified documents and material remaining in the individual's possession, custody, or control that are the property of CIA or the custodial responsibility of CIA;
  - (c) receive from Military Personnel Branch, Agency badges turned in by military detailees who have cleared the Agency in person and determine that all badges have been properly accounted for.

(5)



25X1C

issued by or at the request of the Agency unless such documentation has been surrendered to another Agency component.

- (6) The military detailee will report to the component to which assigned and to other components of the Agency for clearances and return completed Form 21 to Military Personnel Branch on the last workday.

PERSONNEL

Approved For Release 2000/06/26 : CIA-RDP82-00357R

0022-8  
25X1A

## d. STAFF AGENTS

25X1C

## (1) Separation [REDACTED]

(a) The administrative officer of the component to which the individual is assigned will

- (1) notify the Contract Personnel Division as far in advance as possible of the separation;
- (2) prepare Form 1152, Request for Personnel Action, as required by [REDACTED] in sufficient time to reach the Contract Personnel Division before the individual's last working day;
- (3) notify the Audit and Certification Division, Office of Finance of the pending separation;
- (4) notify Central Cover Staff of the pending separation, obtain instructions regarding the maintenance of the individual's cover legend as appropriate, and schedule an appointment for an interview;
- (5) if appropriate, request direct refund of retirement deductions by [REDACTED] obtaining the concurrence of Central Cover Staff and the Office of Personnel.

25X1A

25X1C

(b) The Contract Personnel Division will

- (1) obtain from all clearing components the positive verification or certification that the individual has satisfied personal obligations to the Agency or has made satisfactory arrangements to discharge them;

S E C R E T

PERSONNEL  
Approved For Release 2000/06/26 : CIA-RDP82-00357R

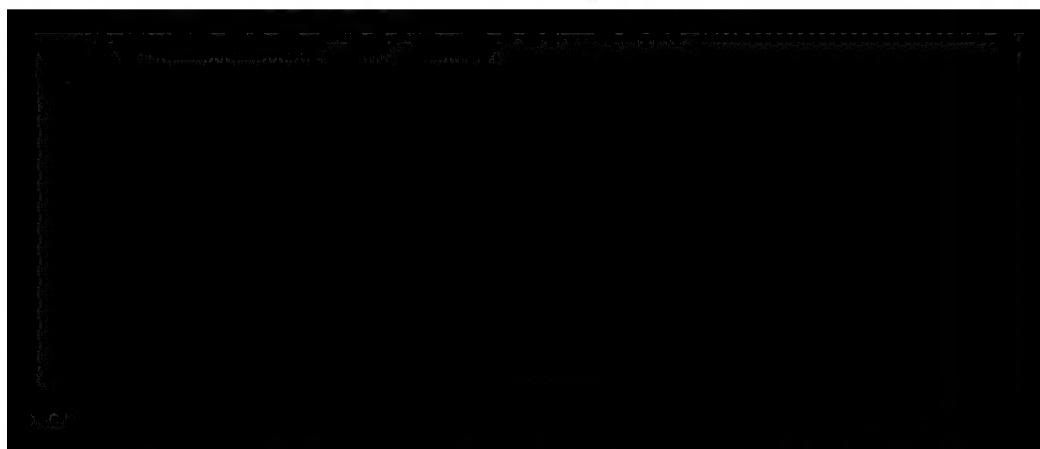
25X1A

- (2) ensure that the individual receives necessary forms, such as Standard Form 2802, Application for Refund of Retirement Deductions;
  - (3) if the individual must report in person to any component (see [REDACTED] regarding approval for staff agents to enter overt CIA buildings), provide the individual with Form 21, Final Clearance Record, and request that he or she report to those offices indicated and return to Contract Personnel Division with the completed form;
  - (4) forward completed Form 21 and, when appropriate, Standard Form 2802 to the Office of Finance.
- (c) The Office of Finance will arrange to pay the individual any moneys due and, if money is owed to the Agency, arrange for repayment.
- (d) The Office of Security will
- (1) conduct the security interview;
  - (2) demand and receive from the individual all classified and unclassified documents and material in the individual's possession, custody, or control that are the property of CIA or the custodial responsibility of CIA;
  - (3) obtain badges, and, if requested, other documentation issued by or for the Agency, if not surrendered on the last workday.



(e) The Central Cover Staff will


- (1) in collaboration with the component to which the individual is assigned, determine whether any previously established cover will be maintained; if so, give the separating individual instructions regarding the cover legend to be used;



and furnish this information to the Office of Finance within two weeks following the date of separation, or as soon as possible thereafter.

(2) Conversion to Staff Employee

(a) The <sup>PERSONNEL OR</sup> administrative officer will

- (1) notify the Contract Personnel Division as far in advance as practical of the conversion to staff employee;
- (2) prepare resignation action  and excepted appointment action on Form 1152, Request for Personnel Action <sup>AND FORM 3917, REQUEST FOR FLSA DESIGNATION</sup> in true name. A request for assignment of

25X1C

cover should be made in Section 18 of Form 1152  
when conversion is to vouchered funds;

(3) ensure that the individual changes his or her Credit  
Union account and Agency insurance records to true  
name;

(4) notify the Office of Finance and the Central Cover  
Staff of the conversion to staff employee status.

(b) The Contract Personnel Division will

(1) request security approval to convert the individual  
to staff employee status;

(2) request the issuance of a staff employee badge.

(3) Separation in Absentia

(a) The administrative officer of the component to which the  
individual is assigned will

(1) notify the Contract Personnel Division as soon as  
possible of the separation, following procedures  
specified in paragraph d(1)(a) above;

(2) ensure that the individual receives required documents,  
such as Standard Form 2802, Application for Refund of  
Retirement Deductions;

(3) obtain from the Central Cover Staff and forward to  
the individual instructions regarding the maintenance  
or elimination of cover legends as appropriate;

(4) in cooperation with the Contract Personnel Division  
ensure that clearance processing is completed;

PERSONNEL

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020022-8

(5) forward completed Form 21 and, when appropriate,  
Standard Form 2802 to the Office of Finance.

(b) The Office of Security will recover all documentation  
issued by the Agency (including badges).

### 3. POSTSEPARATION PROBLEMS

Any Operating Official or Head of Independent Office who encounters a postseparation problem concerning a former employee may refer the problem to the Director of Personnel, who will review the case with the official or officials involved; devise, in consultation with those officials, a course of action for settling the problem; and prepare and coordinate official correspondence regarding the case. This does not prevent Operating Officials or Heads of Independent Offices from corresponding directly with separated employees concerning problems relating to their specific areas of concern provided such correspondence is coordinated with the Central Cover Staff. To avoid possible conflict of information, copies of correspondence will be maintained in the former employee's Official Personnel Folder.

FOR THE DIRECTOR OF CENTRAL INTELLIGENCE

JOHN F. BLAKE  
Deputy Director  
for  
Administration

DISTRIBUTION:

Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020022-8

SECRET

**ILLEGIB**

**Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020022-8**

**Approved For Release 2000/06/26 : CIA-RDP82-00357R000200020022-8**